

1999

University of Wollongong Union Annual Report 1999

University of Wollongong

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Kids' Uni



Sal Paradise



Graduation Ball 1999

Vision

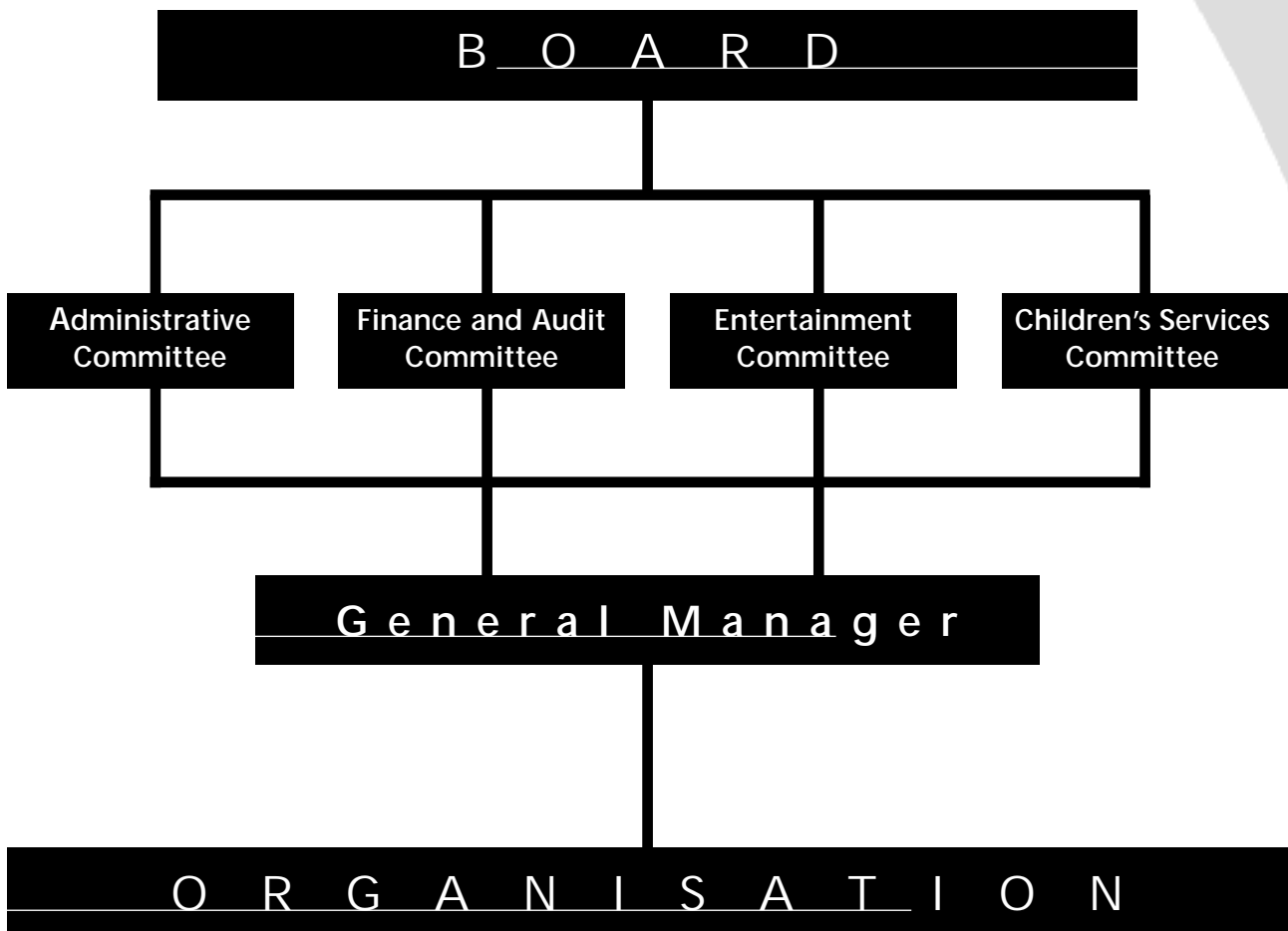
To be recognised as the leading campus service provider and an integral part of the University of Wollongong.

Mission

The Mission of the UniCentre is to complement the academic activities of the University by providing relevant products, services and facilities to meet the diverse social and cultural needs of the University population and to develop a sense of community.



ORGANISATIONAL STRUCTURE



UniCentre

DIRECTORS' REPORT



The directors present their report together with the financial statements of the Wollongong UniCentre Ltd (UniCentre) for the year ended 31 December, 1999.

Directors: The directors of the company in office at the date of this report are:

Name and Qualification	Experience	
David Rome BSc(Hons) MSc Executive Chair Non-Executive Director	Vice-Principal (Administration) of the University of Wollongong. Prior to joining the University, David was General Manager, DAS Support Services, a commercial business unit within the federal public sector. He has also held positions with British Petroleum, the Department of Foreign Affairs, Commonwealth Ombudsman and Murdoch University.	 <i>Director</i>
Don Beale Non-Executive Director	A staff member of the UniCentre for 18 years and Entertainment/UniBar Manager since 1988, Don previously held a position on the Board of Management for six years between 1983 and 1989. He returned to the Board in 1999.	 <i>Director</i>
Bryce Fraser RFD ED BA FAIM FAICD (dip) MACS Non-Executive Director	A Fellow of both the Australian Institute of Management and the Australian Institute of Company Directors as well as being a member of the Australian Computer Society. Group General Manager of the Australian Health Management Group, which manages a number of health insurance products, the largest of which is the Government Employees' Health Fund. The eighth largest fund in the country, AHMG manages over 200,000 people. Bryce came to the private health insurance industry in 1986 after eight years in local government and a prior career in the steel industry as a computer and management services professional.	 <i>Director</i>
Julie Fredericks BA(Hons) DipEd Non-Executive Director	A student at the University of Wollongong since 1987. Involved in student representation for many of those years, including Postgraduate Association and the UniCentre, Julie has served on the Board of Management since 1994. A member of the UniCentre's various sub-committees, Julie has chaired most of them and is the current Chair of the Administrative Committee as well as Deputy Chair of the Board.	 <i>Director</i>
David Morgan Williams Non-Executive Director	Principal of a local private management consultancy firm. As well as being a University Council nominee on the UniCentre Board of Management, David serves on several other boards and committees including the Illawarra Business Chamber, Chairman of St Mary's Star of the Sea College Limited, the Illawarra Corporate Committee Australian Olympic Team Fund and the Salvation Army Red Shield Appeal.	 <i>Director</i>
Simon Zulian BA Non-Executive Director	University of Wollongong graduate and member of the Australian Institute of Company Directors. Simon sits on the State Executive Committee of the National Union of Students which represents over 600,000 students across Australia on 90% of campuses.	 <i>Director</i>

Name and Qualification

Experience

Kane Gleeson
Non-Executive Director

Has been a student representative on the UniCentre Board of Management since the 1997 Annual Election. Kane is the immediate past President of the SRC and continues to involve himself in its campaigns. Currently employed by the Attorney General's Department, Kane is also a member of the NSW Cricket Umpires' Association and the Australian Institute of Company Directors.



Director

Christine Hayward
BA B.Leg S(Hons) LL.M MAICD
Non-Executive Director

Director of Equal Employment Opportunity, Freedom of Information and Privacy at the University of Wollongong. Christine is a solicitor who specialises in administrative and industrial law. Christine has served on both the Board and as an Executive Chair of the Illawarra AIDS Council, as a Presiding member of the Sydney City Council Staff Disciplinary and Appeals Committee and a member of the Refugee Review Tribunal. She was a ministerial appointee to the NSW Women in Prison Task Force. Christine is a member of the Law Society of NSW, Law Council of Australia and the Australian Institute of Administrative Law.



Director

Carol Lymbery
BCom
Non-Executive Director

Currently the Manager of Home Care Service of NSW (Northern Illawarra Region), Carol was previously the Assistant Manager of the Community Development and Services Division of Wollongong City Council. Prior to that position, Carol was Manager of Illawarra Children's Services Ltd.



Director

Leon Kane-Maguire
BSc(Hons) PhD
Non-Executive Director

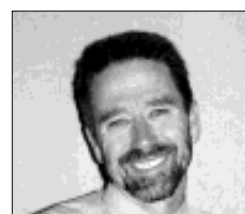
Currently a Research Professor in the Intelligent Polymer Research Institute, Leon was Head of the Department of Chemistry for ten years after joining the University in 1983. He has served on a wide range of University committees including the Research Committee, Planning and Development Committee, and both the Human and Animal Experimentation Ethics Committees. He is currently a member of external advisory boards at several other Australian universities and chairs one of the Specialist Committees of the Australian Institute of Science and Engineering.



Director

Nigel Pennington
BA (Qld) MCom (UOW) MAICD
Executive Director
Company Secretary
General Manager

General Manager of the Wollongong UniCentre for 7 years. Prior to this position he held a similar position at James Cook University, Townsville. After graduating from the University of Queensland as a mature age student, Nigel worked in university administration in both policy and operational areas. Having completed a Masters Degree in Commerce at the University of Wollongong in 1999, Nigel is a member of the Australian Institute of Management, the Australian Tertiary Education Managers' Association and is on the Board of the Australian Campus Union Managers' Association.



Director

Resignations

The directors who resigned during the year were:

Name	Effective Resignation Date
Phillip Hutcheon	1/3/99
Sherlyn Moynihan	1/3/99
Des Jamieson	3/8/99
Damien Considine	11/8/99

Results	1999 \$	1998 \$
Revenue	12,829,906	12,775,088
Operating profit before income tax and abnormal items	425,215	506,833
Abnormal items	(64,540)	-
Operating profit and abnormal items before income tax	360,675	506,833
Income tax attributable to operating profit and abnormal items	-	-
Operating profit and abnormal items after income tax	360,675	506,833
Retained profits at the beginning of the financial year	4,043,025	3,536,192
Retained profits at the end of the financial year	4,403,700	4,043,025



UniShop Software

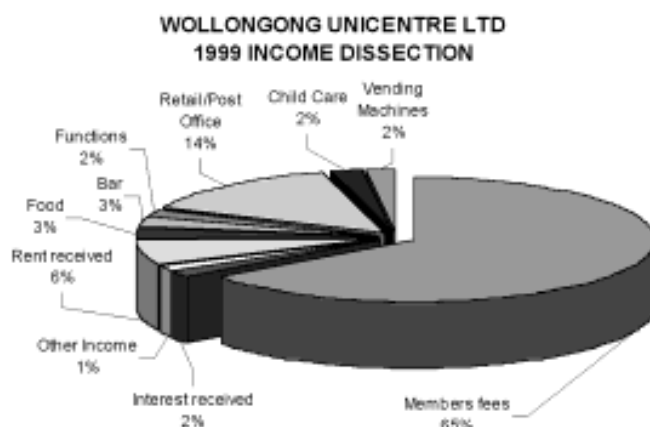
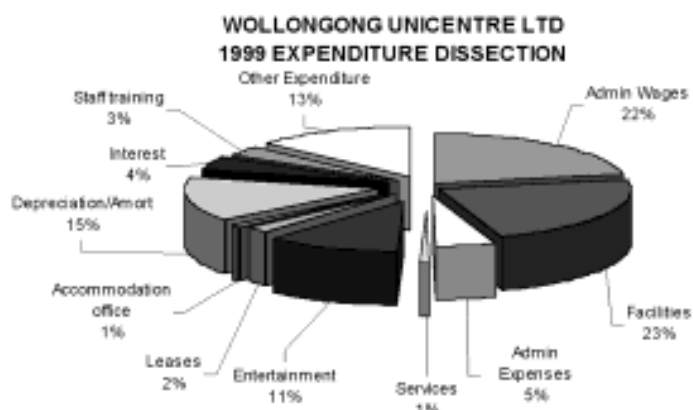
Dividends

Dividends are not payable by companies limited by guarantee, such as the UniCentre.

Significant Activities

The Wollongong UniCentre operates a wide range of services and trading operations. These include:

- food and beverage
- children's services
- bookstore and retail
- welfare and support services
- leisure and recreation rooms
- conference and functions
- entertainment events



UniCrew Orientation



"No VSU" demonstration by students

**Directors' Meetings**

	Board Meetings		Administrative Meetings		Finance and Audit Meetings		Entertainment Meetings		Children's Services Meetings	
	A	B	A	B	A	B	A	B	A	B
Mr. D. Rome	6	7								
Mr. D. Beale	6	6	5	5			2	2		
Mr. D. Considine	4	5	5	5						
Mr. B. Fraser	6	7			4	4			2	5
Ms. J. Fredericks	6	7	6	6						
Mr. K. Gleeson	7	7			3	4	5	6		
Mr. S. Hatter	1	1	1	1						
Ms. C. Hayward	2	2								
Mr. D. Jamieson	2	3	1	1			2	2		
Prof. L. Kane-Maguire	1	2	1	1						
Ms. C. Lymbery	4	7							5	5
Ms. A. McRobert	2	5	–	4						
Mr. D. Williams	6	7	–	1	2	3				
Mr. S. Zulian	6	6	1	1			3	3	–	2
Mr. N. Pennington	7	7	6	6	4	4	6	6	4	5

A - Reflects the number of meetings the director attended during the year.

B - Reflects the number of meetings held where the director was required to attend during the time the director held office during the year.

Significant Changes

There were no significant changes to the scope of operating activities of the UniCentre during 1999. A range of service initiatives are discussed in the *Review of Operations* (see page 7).

Events Subsequent to Balance Date

At the end of 1999 the UniCentre began a refurbishment of its food hall operation. The new *Food Court* operation was completed in February 2000 and is designed to provide new purpose-built food operations, and additional undercover seating. The project is being funded from existing cash flow at a total cost of \$900,000 and is designed to extend the range and diversity of food service options.

Likely Developments

At the end of 1999 the Board authorised expenditure on a planning and design process for the complete redevelopment of the Northern Wing (UniBar area). With a program budget of \$2.5million, this project should proceed within the next two years.

Review of Operations

The year 1999, was very successful for the UniCentre. This was somewhat paradoxical as, in common with other organisations supported by student fees, the prospect presented by Federal legislation effectively prohibiting the collection of student service fees was clearly a major threat. Nonetheless, that threat both galvanised our efforts and focussed the attention of both ourselves and the campus

community on the importance of the many functional services provided by the UniCentre and other campus organisations.

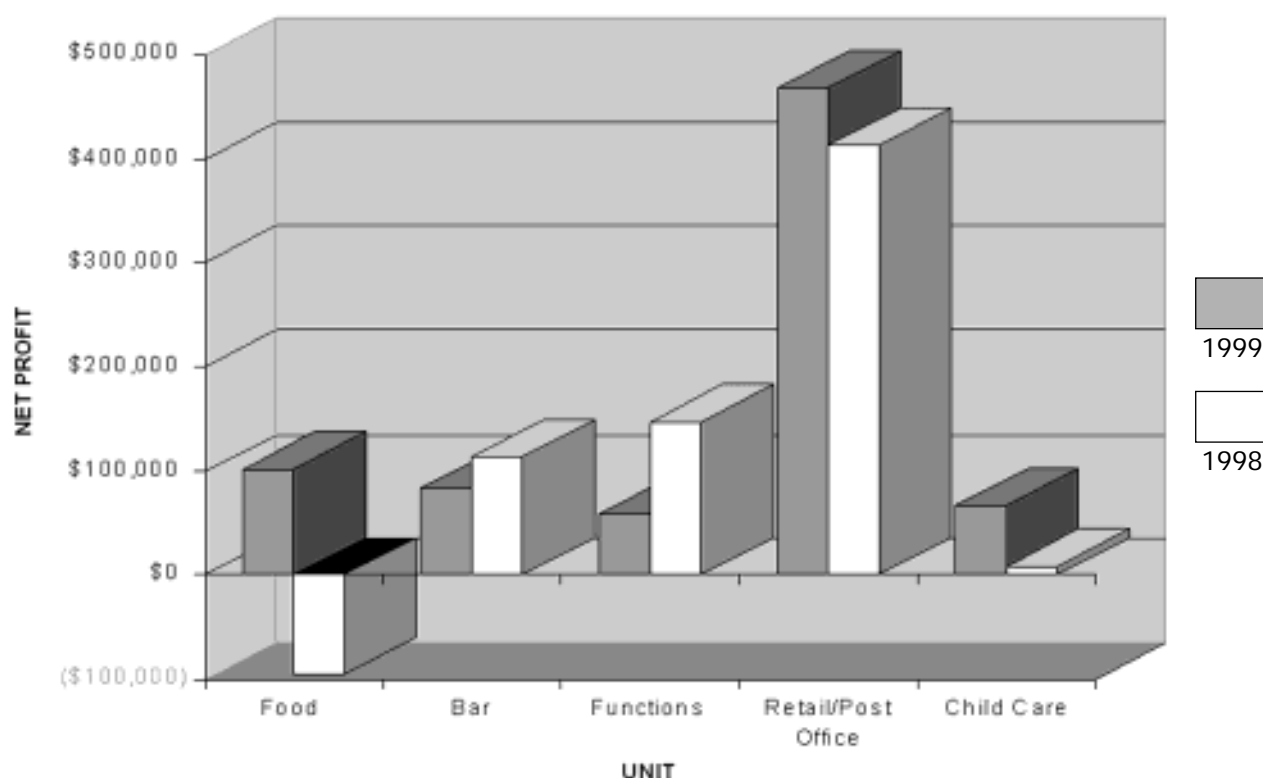
Financially the threat of "voluntary student unionism" (VSU) reinforced the Board's focus on ensuring the viability and sustainability of UniCentre's trading operations. The restructuring of the food and beverage services program, which was begun in 1998, continued. *The Food Re-Thought* campus restaurant was successfully repositioned as a premium restaurant under Wendy King and Glenn Gatland and rapidly received recognition as one of the best à la carte dining experiences available in Wollongong. The *Sal Paradise* coffee shop continued to grow in popularity. At the low-cost end of the program, the plans to redevelop the Food Hall were stalled by the funding threat presented by VSU. However, new initiatives to provide student priced meals across a longer time period included extending the opening hours of the *Keira Buffet* and adding new product lines to the *Duck Inn* and *Food Hall*.



International Red Cross
Campus Appeal

The net financial outcome of changes in public catering was that the loss of \$94,555 in 1998 was changed to a positive result of \$102,289 at year end 1999. Whilst this result was excellent, the overall food and beverage result was affected by falling profitability in both the UniBar and the Conference and Functions unit. Strategies to combat these issues are discussed below.

WOLLONGONG UNICENTRE LIMITED NET RESULT 1999 ACTUAL Vs 1998 ACTUAL



During 1999 the Board considered the proposal to redevelop the *Food Hall* in the main UniCentre building. Whilst this program was stalled by the funding uncertainty created by VSU, the support of the University in providing cash flow assistance in the early months of 2000 and 2001 ultimately allowed the project to proceed. The *Food Court* was completed in early 2000 and, as at March 2000, was trading successfully. Other strategies to address food and beverage operational improvements included a reduction in core operating costs for both public catering and functions. In 2000 a program to redevelop the Northern Wing (UniBar) has begun (see *Likely Developments*).

Other significant financial outcomes in 1999 included

Children's Services, which achieved a net surplus (after a significant period of operating deficits) and the Unishop which improved its profitability from \$389,893 to \$428,158. Contributions from these areas offset the central overhead costs and the loan reduction program.

The overall financial position for 1999 was that the trading areas provided a contribution to net income of \$845,485 (\$646,312 in 1998). However, the net operating profit was affected by a small reduction in total student fees and by expenditure growth, particularly in marketing and entertainment, and in maintenance costs. As our facilities age, and as we now meet all of our repair and maintenance costs, this trend will continue. The recorded



operating profit of \$425,215 is a good result, which has positioned us to be able to consider bringing forward the \$2.5million Northern Wing Redevelopment to commence in September 2000.

Services were strengthened throughout 1999 on a continuous basis. In the UniShop, relief airconditioning was provided at a cost of \$110,000. This allowed for both some warming during winter and a reduction of heat during the critical textbook-buying peak of early March. This higher comfort level greatly enhances the 'browseability' of the general bookstore and the newsagency!

In Children's Services, Kids' Uni North matched the success of Kids' Uni South in achieving the highest-level quality accreditation. The budget surplus for the year allowed the Student Fee Subsidy (a means tested subsidy of \$20 per week for low-income students) to be maintained by an increased UniCentre contribution. Additional ventilation systems provided improvement to heat problems in Kids' Uni South.

The Accommodation and JobShop operation has developed well since the UniCentre took responsibility for this service in 1998. Over 1,200 job vacancies and 6,000 accommodation listings were advertised in 1999. Additional services include a courtesy telephone, bus/train timetables and information regarding students' rights and responsibilities in accommodation and employment.

Clubs and Societies continue to provide a huge program of involvement for many students, with over 50 clubs affiliated with the Clubs and Societies Support Office (co-funded by the SRC). A wide range of clubs from Jugglers and Chess through to Medieval jousts and International Students create a wide range of activities. One such highlight is the International night with national dancing, singing and performances. Around half of the affiliated clubs now have websites.

The Entertainment unit, as usual, provided many highlights to the year, with a specific mission for program diversity for the multicultural campus community. The annual Garden Party, and Wednesday and Thursday evenings in the UniBar continued to be crowd attracters, whilst competitions in art, poetry and comedy were also well attended. The UniMovies program also continued its outstanding popularity, regularly selling out to appreciative audiences.

The accessibility and responsiveness of the UniCentre was strengthened through the year with the placement of customer feedback forms in all outlets; a contact program involving Unit Managers on market days; the volunteers program; and the UniCentre interactive web page (which now incorporates on-line text ordering and places many organisational documents such as committee and annual reports, elections and events on-line).

All members of the UniCentre and campus community are encouraged to read the detailed unit reports and financial statements, to attend the Annual General Meeting, and to take every opportunity to participate in the affairs of the UniCentre and the University: 'there is more to University than study'.

The UniCentre's interactive website is found at <http://unicentre@uow.edu.au>

Executive Director
Wollongong UniCentre Ltd

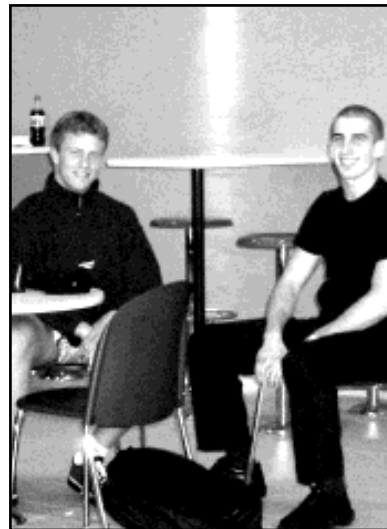
Below: Syd Knights' farewell



Below: Student



Above: Kids' Uni fund raiser



Above: Food Court scene



Above: Fun and games at Kids' Uni

Below: UniCrew Orientation





U n i C e n t r e S t a f f

General Manager	Nigel Pennington	Attendant Cleaners (cont)	Gary Jeffriess Mark Dyer Kay Clarke Anita Trevisanut Rada Kotevska Nola Pados Lila Naumovski Shirley West
Business and Operations Manager	Peter Bottele	Cleaners	
PERSONNEL Personnel Co-ordinator Personnel Assistant	Kathy Fitzsimmons Annette Cooper	Housekeeper	
FINANCE Finance Manager Finance Assistants	Joanne Sutherland Robyn Sullivan Rosanne Humble Jenni Rosser Isabel Sacco Sue Docherty Petra Drenoyanis Mellisa Gallacher Natalia Mortensen	CATERING Food Services Manager Unit Supervisors Food Services Stock Controller Food Services Administrative Assistant Chefs	Syd Knight Jason Gallacher Angelo Gaudiosi Martin Carling Margariete Shaw Karen Zaini Peter Stapleton Glennys Marsland Cheryll Marshall David Mott Erika Hargreaves Carol Cusack Cindy Melhuish Glenn Gallacher Sam Gluck Maree Armstrong Sharon Twyford Megan Crowl Michelle Lown Cheryl Brooks Matthew Brooker Lea Foye
GENERAL OFFICE Administration Manager Receptionists	Solveig Dewhurst Jan Miller Ann Eady Judy Weston Rachel Preddy Nicole Smede	Cook Apprentice Chef	
Office Administrative Assistants		Catering Supervisor Catering Assistants	
Promotions & Marketing Co-ordinators	Fran Walder Brad Madge	Kitchen Attendants	
Conference & Functions Manager Functions Co-ordinator Assistant/Acting Functions Co-ordinator Conference & Functions Supervisor Functions Catering Trainee	James Cook Elena Di Stefano Ciarn Pincham Judith Booker Vanessa Clissold Sarah Todd Michael Amour Matt Reiher	UNIBAR/ENTERTAINMENT Entertainment & Bar Manager Activities Officer Bar Supervisors Bar Attendant	Don Beale Adene Rigley Wayne Brown David Rosta Joanne Morton
Function Chef Kitchen Attendant		UNISHOP Retail Manager Assistant Retail Manager Bookshop Supervisor Retail Supervisor Head Cashier Retail Assistants	Steve James Kevin Lothian Anne Blythman Julie Sands Michelle Woods Robyn Oliveira Linda Robins Natalie Reynolds Eleni Katrivessis Joanne Robinson Silvana Naumovski David Wade
FACILITIES Facilities Manager Purchasing Officer Facilities Administrative Assistant Crew Chief Maintenance Attendant Cleaners	Doug Heaton Debbie Patterson Ann Rogan Cec Ingram Ken Kohler Graham Grenfell Brian Parker Jenny Smith Stuart Smith	Systems Officers	

Academic Liaison Officer	Sherlyn Moynihan
	Jacque Poole
Senior Storeperson	Peter Rattenbury
Bookshop Assistant	Paul Rybak
	Denise Gracie
Software Salesperson	Matthew Lynch
	Shane Isley

Post Office	Diane Choice
Assistant Manager	Cathy De Francesco
Postal Officers	Karen Ford
	Bettina Lowrie
	Rhondda D'Angelo
	Tamie Walsh



UniCentre Senior Management Team

Left to Right: Joanne Sutherland, Peter Bottele, Solveig Dewhurst, James Cook, Doug Heaton, Steve James, Nigel Pennington, Don Beale

Missing: Debbie Delaney.

CHILDREN'S SERVICES

Children's Services Manager	Deborah Delaney
Teaching Directors	
(Kids' Uni North)	Jane Muldoon
(Kids' Uni South)	Taasha Duley-Smith
Administrative Assistants	Janelle Davis
	Fiona Mills
Out of School Hours	
Co-ordinator	Beth Nasser
	Gillian Vickers
Mothercraft Nurse	Gillian Wright
Teachers	Renee Koperberg
	Maria Versloot
	Naomi Powell
Child Care Workers	Jillian Valdivia
	Karen Flint
	Clemintina Gana
	Aruna Honovar
	Maree O Leary
	Sophia Kortez
	Maxine Hurst
	Sarah Brady
	Tracy Dunn
	Angela Oberhardt
	Opilla Thambiran
	Janene Thuau
	Belinda Wakeford
	Gill Wright
	Adam Vose
	Joanne Kollard
	Anita Spralga
Cook (Kids' Uni North)	Georgina Skinner
	Julie Dunne
Cook (Kids' Uni South)	Wendy Howe

Long Serving Staff Members

Peter Bottele	26 years
Kym Hodcroft	22 years
Ann Eady	20 years
Don Beale	17 years
Kathy Fitzsimmons	17 years
Jan Miller	17 years
Elena Di Stefano	16 years
Jenni Rosser	16 years
Angelo Gaudiosi	15 years
Maree Armstrong	14 years
Carol Bridgewater	14 years
Estelle Schultz	14 years
Peter Stapleton	14 years
Judy Weston	14 years
Gillian Wright	14 years
Karen Zaini	14 years
Lea Foye	13 years
Wayne Brown	12 years
Annette Cooper	12 years
Carol Cusack	12 years
Carolyn Spalding	12 years
Mellisa Gallacher	11 years
Catherine Neill	11 years
Sharon Twyford	11 years
Kay Clarke	10 years
Iris Fielder	10 years
Graham Grenfell	10 years
Cec Ingram	10 years
Debbie Patterson	10 years
Jillian Valdivia	10 years



Cheryl Brooks and Simon Zulian



Personnel Staff, Annette Cooper and Kathy Fitzsimmons

A total of 418 years of dedicated service to the members of the Wollongong UniCentre.



General Office



Administration Manager,
Solveig Dewhurst

Presenting the "front-of-house" operations of the organisation, the General Office and Enquiries Counter continued its focus on distributing information and assistance to the campus community.

From services such as selling movie and concert tickets, locker hire and Life Memberships, the unit also offers information distribution points for UniCentre promotional and service materials such as the traditional and much sought-after Student Diary, the yearly Wallplanner, bus and train timetables, the weekly *TimeOUT* publication and the *What's On* wallet guide, amongst others.

The key focus for staff this year was training with staff attending courses on armed hold-up risk protection, cross cultural communications, First Aid, and various computer applications.

Safety was also a focus with a duress alarm and a safe installed in the Enquiries Counter, and its access door being fitted with a one-way locking system to ensure the safety from intrusion of staff working in that area. Staff were also educated in safe cash transfer methods.

The UniCentre welcomed back Brad Madge to relieve Promotions and Marketing Co-ordinator, Fran Walder, when she welcomed daughter Bridie to her growing family. Rachel Preddey left us to take up a marketing position with the Illawarra and Southern Highlands Convention and Sports Bureau and we welcomed Nicole Smede, previously from QBE Insurance, also with marketing experience as Administrative Assistant to the General Office. Together with Jan Miller, Judy Weston and Ann Eady, appreciation must be extended to all staff for their efforts throughout the year.

In keeping with the upgrade in electronic communications, the Enquiries Counter was networked affording access to all General Office documents and allowing Life Membership details to be transferred to shared digital storage for general purpose access, such as information mailouts.

With the voluntary assistance of Brendan Lloyd, who was later employed on a part-time basis, UniCentre developed a website with the architecture in place to expand the digital/electronic capabilities of the site in 2000 to include access to electronic business documents, autonomous sub-sites such as the UniShop and more dynamic interactivity.

The Y2K project was finalised and reviewed by the University's external consultants and received an excellent report. The rollover went smoothly with no disruption to service delivery and the UniCentre was fully operational when services resumed on 4 January.

Promotions & Marketing

With the heavy demands made of this office each year, it is important to note the assistance of all who have contributed to its successful performance despite stretched resources and priorities.

The Marketing Office is responsible for the development and maintenance of the UniCentre website, the Volunteer Program, and the production of the weekly entertainment newsletter *TimeOUT*, weekly posters, flyers and media contact for events, the monthly *What's On* Guide, annual Diary and Wallplanner, Annual Report, bi-annual brochure, promotional photography, market research, Orientation bags, and other general promotional activity on behalf of the UniCentre.

The office now boasts an A3 full colour printer allowing the production of low volume, cost effective posters and flyers in-house.

The Volunteer Program retained some excellent participants who have developed with the program delivering *What's On* presentations to lectures, poster distribution, web development and photography.

Public Speaking Workshops were instituted with the UniVoice team and Vanessa Badham's valuable contribution to the program will continue in 2000. The refinement of this program over the past two years has ensured that it will continue as a vital, cost effective component in the UniCentre marketing strategy.

Finally, the Marketing Office is continually developing strategies to address the needs of the UniCentre and its clients via UniMovies advertising, market day stalls, brochure display points and efficient management of information distribution and noticeboards.

The General Office and Marketing and Promotions look forward to continuing the challenge in 2000.



General Office Staff,
Nicole Smede, Judy Weston and Ann Eady



Congratulations are extended to all staff, parents and the Children's Services Management Committee on the most successful year Kids' Uni achieved to date.

The highest priority for childcare services is to ensure that the children in care receive the highest quality care attainable. Both services (Kids' Uni North and Kids' Uni South) currently hold the (three year) highest accreditation status. This is quite an achievement considering over 100 long day care places and up to 30 after school/vacation care places are offered per day.

Having achieved this standard, the unit as a whole continues to strive for even further improvement. Highlights throughout the year included the much-needed internal renovations of Kids' Uni North's Gumnut Room. These renovations were only made possible through capital grants received from the UniCentre and University. Financial support from the Parent Club enabled the revamp of the outside play area of Kids' Uni North. Both of these achievements have resulted in improving the quality of care offered.

Continuing endeavours to identify and meet the needs of parents resulted in a major strategic decision to purchase a mini bus to collect the children attending the After School Hours service from the various schools in the area. The demand for the service, when instituted, was extremely high and a second run each afternoon has now been incorporated.

This year we also saw the instigation of childcare fees payroll deductions for staff employed by the UniCentre and University. Other services benefiting parents include the continuation of a Student Fee Subsidy for those students experiencing financial difficulties in placing their child in care whilst studying for their future.

Financially 1999 was a great success with utilisation rates soaring above expectations. Although the most important underlying fact is the quality of care the services offer, recognition of other contributing factors must also be given, the most important being:

- parents being given an option of the type of booking, ie. all year round (includes 4 weeks leave per year) and University session
- payroll deductions of fees
- student fee subsidy



Above: Kids' Uni Staff

The dedication of staff shone through this year with the organisation of a Fund Raising Auction/Dinner. Many hours went into the organisation of this gala event and culminated with over \$9,000 being raised on the night. A generous amount of this money was presented to Child Flight in recognition of the wonderful work carried out for our children, and the remainder was divided between the two Kids' Uni services to purchase equipment for the children in care.

The year finished on a sad note with the resignation of Georgina Skinner.

"Georgie" (as known to all) was employed in Children's Services for over 11 years and resigned due to ill health.

Georgie received the UniCentre Staff Award and Honorary Life Membership in 1998. Sadly, Georgie passed away in March 2000. She will be sadly missed in both services.

Wollongong UniCentre Honorary Life Members 1999

Ian L Dunn
Susan Stevenson
Gerald Stuart Street
Dr Winnifred Mitchell AM
Benjamin Meek
Lorna Koetz
Noel Diffy
Therese (Tot) Brooks
Fay Hulford
Patricia Williams
Prof Ken McKinnon
Buck (Buchanan) Reed
Don Beale
Karen Zaini
George Takacs
Damien Cahill
Sherlyn Pillay (Moynihan)
The Hon Dr Robert M Hope
Jim McKee
Georgina Skinner
Damien Considine
Wayne Brown



F A C I L I T I E S



Facilities Manager, Doug Heaton, Facilities Administration Assistant, Ann Rogan and Purchasing Officer, Debbie Patterson

The Facilities Unit provides a range of services including the maintenance of food service equipment, function set-ups, cleaning, building and services maintenance, information technology networks and also is responsible for assets management, environmental management and security.

Under the management of Doug Heaton, the Facilities Unit provides services between the hours of 5:45 and 24:00 Monday to Friday, and on weekends where required.

Major projects during 1999 include the growth of services and development to completion of the following areas:

- Planning and commencement of Food Hall Refurbishment
- Re-carpeting of UniCentre Building Level 1 corridor
- UniShop Air-Conditioning
- Conversion of Mac Computers to PCs
- Evacuation Signage installed throughout UniCentre Buildings
- Planning for UniCentre services at the new Shoalhaven Campus

As well, Facilities attendants set up 1,919 rooms for the Conference and Functions Unit during 1999 compared to 1,830 in 1998. A total of 805 requests (214 for Buildings and Grounds and 591 internal) were carried out during 1999 compared to 1,185 during 1998. Purchase Orders raised during the year totalled 1,241 compared to 913 in 1998.



Attendant Cleaner, Nola Pados

The Facilities Unit staff enjoyed providing service to the staff and students of the UniCentre, and thanks must go to Debbie Patterson (Purchasing Officer), Ann Rogan (Administrative Assistant), Ken Kohler (Maintenance), Cec Ingram (Crew Chief) and the 4 full-time, 9 part-time and 4 casual Attendant Cleaners. The Unit looks forward to the completion of the current Food Hall Refurbishment works scheduled to open for Orientation Week 2000.



Duckpond Lawn



New Food Court

UniCentre Award

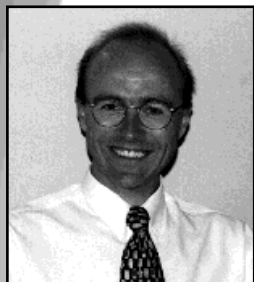
Wollongong UniCentre established the UniCentre Award during 1998. Judged on merit and sponsored by Campus Cards, the award offers a worthy student a monetary scholarship to assist in defraying the costs of studying at the University of Wollongong.

This year's winner was Tina Wright who is studying Arts/Creative Arts and achieved excellent results.

The UniCentre congratulates Tina on being the recipient of the second UniCentre Award and wishes her continued success with her studies.



The late Hon Dr RM Hope, Tina Wright and UniCentre General Manager, Nigel Pennington



Conference and Functions Manager, James Cook

At the conclusion of 1999, the Conference and Function Unit reflects on a most interesting year in terms of its market segment changes and its financial position.

The previous year (1998) heralded a high point in overall unit trading with all market segments meeting or exceeding their budgeted figures. It was a significantly different trading landscape encountered in 1999. Many of the core

Conference and Function Unit markets swung away from their budget targets ensuring that the unit played "catch-up" throughout most of the year.

Several segments were high achievers in 1999 including the External Seminar market and the all-important Wedding Reception market. Both of these exceeded their budgeted target by 120%.

Large-scale European Wedding events in the University Hall were a major focus of the Unit's marketing activities and it is pleasing to see that these endeavours are now bearing fruit.



Functions Co-ordinator, Elena Di Stefano, Conference and Functions Supervisor, Judy Commerford and Conference and Functions Assistant, Ciarn Pincham

Thanks must go to Elena Di Stefano for her tireless efforts in redeveloping the Wedding Reception Market here at the University of Wollongong during 1998/99. The trading result is a direct reflection of her commitment to ensuring that the Unit obtains its share of this glamorous regional market.

Mid year heralded a number of large charity dinners including the Royal Blind Society Black and White Ball held in the University Hall. Such fundraising events continue to expose the University to external markets which may be unfamiliar with the excellent facilities on offer here on campus.

University Conference activities slowed somewhat from the previous hectic year and current information indicates that such activities will begin to increase in the year 2001.

The Unit consists of some very important staff members who, through their dedication and drive, ensured that, although difficult at times, the Unit's high standard of food, service and presentations was maintained at all

times. The 1999 staff included Ciarn Pincham, Michael Armour, Mat Reiher, Judith Commerford, Sam Gluck, Cindy Melhuish and, more recently, our new Conference and Functions Trainee, Sarah Todd.

Further, the Unit calls upon many casual hospitality employees to provide their expertise and support during the Unit's high volume trading periods. The Conference and Functions Unit extends its gratitude to one and all.



Grad Ball 1999 in the University Hall

The advent of the year 2000 brings many new challenges for the Conference and Functions Unit. These challenges will take many forms, and it will only be through teamwork and effort that the Unit will continue to play an important role here at the University of Wollongong.

UniCentre Awards

Voluntary Service Award

Damien Considine in recognition of his services to the UniCentre Board of Management over the past eight years and to the University campus community in general. It was noted that Damien truly embodies the concept of voluntary service.

Staff Award

Wayne Brown, Supervisor of the UniBar, for his unstinting dedication to his work over the length of his employment with the UniCentre. Wayne's personal commitment to both his job, the organisation and to teamwork was particularly noted



Winner of the 1998 UniCentre Staff Award, Wayne Brown





UniShop Staff:

The year was an interesting one for the UniShop with several unforeseen events impacting on sales, as did changes in customer traffic flow and student attendance on campus. Overall, the UniShop improved 1% on gross turnover, from \$4,915,000 in 1998 to \$4,960,000 and gave \$360,000 back to members in discounts. The latter half of second session saw a lull in trading, whilst some recess activities, such as Graduation, proved to be an unexpected boost.

At 47% of turnover, textbook sales grew 8%, although the quantity sold (50,000) fell by 3%. Departmental course materials are also a significant function of the Bookshop, with 25,000 passing through the shop during the year to a value of \$330,000. Sales of children's books also increased 20%, and many local schools became clients of the UniShop. Competitive pricing in stationery, achieved through the ACUMA Buying Co-op, maintained sales at \$250,000, arresting the decline of recent years. The 4% downturn in customer traffic resulted in a slight fall (2%) in total food and drink sales, to approximately \$500,000 representing 400,000 items.

The UniCentre Newsagency had a very good year, increasing sales 12% to \$264,000. This reflects the good work of Julie Sands and staff, and the participation in the local marketing group "Newsactive". The greeting card section also had a refit with a new supplier and a new range of cards.

Many authors on campus chose the UniShop to launch their literary and academic achievements, with eight successful events held through the year hosted by Anne Blythman and the Bookshop team. The UniShop held book displays at several conferences, and accompanied famous children's author John Marsden on a tour of Wollongong schools.

During the mid-year recess, the UniShop installed air-conditioning. This was a major project involving the University and consultant engineers which will go a long way to improving the comfort of customers and staff especially in the hot humid weather at the start of autumn session. Also, additional security cameras were installed outside the shop during the year to protect customers' bags and which are monitored by University security staff. On a similar note, UniShop staff attended additional training in crime prevention and armed hold-up risk protection.

August saw the re-launch of the UniShop (and UniCentre) web page and its integration with the bookshop database. Members and customers can now search for books and other products and order on-line. A secure credit card transaction facility should be available early in 2000. Discussions were also held with ITS and ITC towards linking the textbook database with the University's on-line enrolments and subject database. Further developments on the web site will improve access and service for new and part-time students as well as those in remote locations.

Planning proceeded for the supply of textbooks to the new South Coast Educational network, the access centres at Bateman's Bay and Bega, and the Shoalhaven campus where the UniCentre will have facilities. UniShop staff also attended the Sydney Business School during the year, supplying textbooks for their courses.

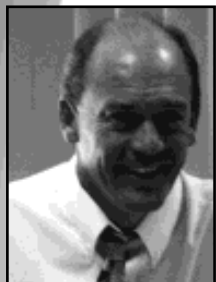
Jacquie Poole replaced Sherilyn Moynihan as the UniShop's Academic Liaison Officer. Sherilyn took a position with publisher McGraw Hill, and was well known as an active and dedicated staff representative on the UniCentre Board of Management.

The Post Office had a successful 18 months in its new location, with expanding sales in souvenirs, stationery and cards providing a popular alternative to the main shop. Annual turnover increased 17%, from \$368,000 to \$441,000.



*Linda Jaivin reads from her novel
"Mills Walker, you're dead"
at the UniShop*

Big issues for the coming year will be the implementation of the GST and the proposed textbook rebate scheme to counter the effect of a tax on books.



*Deputy General
Manager and Finance
and Operations
Manager,
Peter Bottele*

The Finance and Personnel Departments successfully completed another year of change and development during 1999. Personnel is headed by Kathy Fitzsimmons and Finance saw a change in the Finance Manager. Robyn Sullivan, Manager for 2.5 years left in September 1999 and in October was replaced by Joanne Sutherland, originally a Wollongong University graduate who came to the UniCentre from the Australian Embassy in Thailand.

As well as operating through a change in Manager, Finance staff were involved in a number of developments including a complete review of job descriptions and duties. Incorporating also training objectives and a review of Finance office procedures and processes, the unit is now able to better meet the increasing organisational need for greater financial and statistical information. While the UniCentre, in conjunction with food consultants OCC, continues with the overall re-organisation of Food Services, Finance continues to provide relevant and timely financial information. Early in 1999, as a result of the KPMG Finance review recommendations, a complete new monthly finance reporting package was developed and implemented. This now provides more effective Board and management information, particularly in forecasting.

In November 1999, KPMG undertook a systems control audit of Finance processes as part of the 1999 annual audit, again with strong results.

The Finance unit is now looking to a complete new accounting software package for the Year 2000 with the overall objective of integrating Finance with all UniCentre systems. The specification for the system was completed in November 1999 with assistance of BHP Technology.

Personnel has also been involved with many ongoing developments in UniCentre human resource functions. A further two year industrial agreement was signed with the CPSU, new staff induction programs and ongoing training courses, particularly concentrating on OH&S, such as fire and security were run, redundancy processes, appraisal systems for training and conferences and stronger workers' compensation procedures to keep up with changing legislation were developed.

Finance and Personnel both look to further changes and challenges for the Year 2000.



Finance and Office Staff:

Front Row: Rosanne Humble, Finance Manager: Joanne Sutherland, Mellisa Gallacher

Back Row: Sue Docherty, Isabel Sacco, Business and Operations Manager: Peter Bottele, Petra Drenoyanis, Jenni Rosser

Personnel Staff: Page 12

UniCentre Aquisitive Art and Poetry Competition Award

The 10th Annual Acquisitive Art Award was held in September in the Blue Tac Gallery. It attracted 43 entries with the winners going on to represent the University of Wollongong at the National Tertiary Art Prize held at Sydney University. The winners were:

10th Annual Acquisitive Art Award

2D

1st Dong Wang Fan Descendant

Runner Up Aaron Seeto Dynasty

3D No winner named

Photography

1st Aaron Seeto Butcher. Hong Kong markets
(went on to win the National Tertiary Art Prize)

2nd Susan Barnett Visions

4th Annual Poetry Competition

The 4th Annual Poetry Competition was held during UniCentre week. There were 57 entries with readings by the finalists held in Sal Paradise

1st Amanda Beadman On the importance of Weeds

2nd Vanessa Badham Before His entrance to the Bridal Chamber

3rd Colin Dray Hansel and Gretel



Winner of the 1999 UniCentre Acquisitive Art Award, 2D Category.



C L U B S & S O C I E T I E S



*Clubs and Societies Officer,
Adene Rigley*

This year around 50 clubs affiliated with the Clubs & Societies Support Office (co-funded by the SRC and UniCentre) on campus. Consisting of social, cultural, spiritual and faculty-based clubs and associations, events and activities organised throughout the year by these clubs contributed greatly to the social environment of the campus.

Some of the club-organised activities held during the year included:

- Orientation week activities, including the always popular "Duck Pond Dash", run by ECU and the Evangelical Christian Union
- Chinese students' celebration of Chinese New Year with movies and dinner
- Juggling demonstrations at various events
- The Music Society performing regularly at the monthly market days
- Firedancing displays on Thursday nights
- The Firedancing, Juggling and Medieval Societies participating at the Kiama youth "Blow Out" festival
- Jewish celebration of spiritual days
- BBQs which are a regular social occasion for most clubs
- Regular movies and cartoon showings by a number of clubs, including the Animation society and the Anime & Manga club
- Games which are played all year round, with a regular weekly chess competition and many role-playing and computer games run by the Guild
- The Singapore Students' Society (Temasek) holding a sporting intervarsity competition with students from other universities in the state
- A number of feasts throughout the year by the Medieval Society with food, fighting and costume displays

International Night was held again in May this year. Ten international clubs participated to make the night a success with national dancing, singing and performances by each of the groups. The International Night is always a great chance for international students to show off their national dress and culture.

Around half of the affiliated clubs now have web pages which are a great chance for new students to find out about the activities of the club and contact its executive. Many of the web pages are very elaborate, with a lot of time and effort dedicated to making the site as interesting and informative as possible. Jesse Mitchell has been great this year in assisting the clubs to develop their pages, as well as revamping the Clubs & Societies site.

Many clubs are involved in the local community with the Sri Chinmoy Meditation Society holding workshops for the community to attend; the First Aid Society was involved in the safety of many events held both on campus and locally; and the Medieval Society presented displays for the cancer carer's group.

Many clubs held end of year balls and dances, and harbour cruises were popular. Some international clubs visited local attractions, for example, the Sri Lankan students went to the Nowra Animal Park, and the African students took a trip to Canberra to put on a dancing display.

The clubs on campus have access to a large number of facilities and resources, including a photocopier, screen printing equipment, computers and cameras.

The Club Space, which is located on the ground floor, UniCentre building, is widely used by clubs for meetings and discussions.



Clubs and Market Day on the Duckpond Lawn

UniCentre Awards

Honorary Life Members	Page 14
UniCentre Award	Page 15
Voluntary Service Award	Page 16
Staff Award	Page 16
Aquisitive Art and Poetry Award	Page 18
Talent Quest	Page 23



Alexis Clarke helps a student with an Accommodation enquiry

The year proved another success for the Accommodation Office and Job Shop, continuing to provide a much-needed service to students and staff at the University seeking accommodation and casual employment.

The Job Shop continued to be supported by the Wollongong and broader business community through the advertising of positions vacant on the student job board. Students have obtained a variety of jobs this year ranging from tutoring, restaurant work and sales positions to course-related work, which has provided them with work experience necessary to secure a graduate position after the completion of their University studies. The impending Olympics have provided hundreds of job opportunities for students during the 2000 spring session break, with many more positions expected to come through early next year.

The service provided by the Accommodation Office and Job Shop maintains its excellent reputation throughout the University community for delivering advice and information regarding accommodation and employment in a friendly and professional manner.

The Accommodation Office and Job Shop is open four days a week throughout the University session and recess, and opening hours are extended to accommodate the busier months of January, February and March.

Additional services provided by the Accommodation Office and Job Shop, fulfilling its role as a student service, include:

- a courtesy telephone for students to make calls relating to accommodation and casual employment
- information regarding temporary accommodation in the Illawarra
- information regarding on-campus accommodation
- information on students' rights and responsibilities as tenants

- bus/train timetables and a Transport and Car Pooling
- information Board
- maps of the local area
- help with telephone and electricity connection

Annual figures

Private Accommodation Listings given out:	5,200
Share Accommodation advertisements received:	600
Rental Accommodation advertisements received:	450
(Real Estate listings are also advertised and updated each week from 18 local Real Estate Agents)	
Job Shop advertisements	350
Individual positions available	1,200

The Accommodation Office and Job Shop enjoyed a very productive 1999 and looks forward to continued success in the coming year.



JobShop and Accommodation Office



JobShop Noticeboard



FOOD SERVICES

Change and success were the year's keynotes for UniCentre Food Services as they complete the second year of the redevelopment and restructure program in conjunction with food consultants, OCC.

The restructure of the services incurred a complete staff reorganisation. Long-serving Food Services Manager, Syd Knight, bade farewell to the UniCentre moving on to new challenges in the broader local hospitality industry. Devolving responsibility and accountability to a number of staff at the unit level realised a more defined structure and the changes saw a growth in flexible part-time

employment with more casual positions available for University students in a more responsive and flexible environment.

The deli style café, *Sal Paradise*, located in the IT Resource Arcade, continued to provide a fine range of food popular through University sessions and into the various recesses. It has proved to be a very cost efficient operation with the ability to operate the whole year through.



Catering Supervisor Maree Armstrong celebrates the commencement of the Food Hall Redevelopment

The out-sourcing of the restaurant *Food Re-Thought* in the McKinnon building to private caterers Wendy King and Glen Gatland, was another success in 1999 which provided a popular fine dining venue for all campus members through the year.

The aging and inefficient *Food Hall* and *Duck Inn* were closed permanently in November 1999 as major construction commenced, through to February 2000, of a completely new *Food Court* operation. At a cost of \$900,000, the project will provide a diverse range of food styles and operating efficiencies with four new outlets being complete for the beginning of autumn session 2000. The outlets will be *Bamboo Fiction*, a traditional Asian food bar, *Engine*, with burger, fries and kebab specialties, *Olive Rumba*, a Mediterranean outlet specialising in wood fired pizza and *Fuel Silo*, a convenience store for drinks, sandwiches, pre-packed foods and chilled foods to eat in or take away.



Above: Matt Reiher and a free BBQ on the Duckpond Lawn



Above: Smilja Cupac, Carol Cusak, Jason Gallacher and Lea Foye

By Autumn 2000, UniCentre will be completing a review of all campus vending which will then complete the restructure of all UniCentre food services. The result will provide variety, flexibility and most importantly, a very cost efficient operation thereby better serving the campus in both product provided and hours of service offered.

The year achieved great success with both real growth in food sales and a level of profitability not realised for many years in UniCentre food.

Statistics

	1999	1998	1976
Annual UniCentre Subscription Fee	\$177	\$174	–
UniCentre Life Members	3,421	3,296	267
Student Members	12,900	12,865	2,276
University Staff Members	1,508	1,492	154
UniCentre Staff	237	227	15

Note: UniCentre Life Members overstated in 1998 report



Entertainment Manager,
Don Beale

The year that ended a century created many highlights for the Entertainment Department. The key word for the year was "Diversity" and, keeping that in mind, the Entertainment Department provided a diverse program throughout 1999.

The year's Garden Party (GP) was once again a huge success with tickets selling out days in advance, and with the key word "Diversity" in mind, the GP kicked the year off in fine fashion. The ever popular Retro Dance was held in the University Hall, Alternative Rock (Pollyanna and Pollen) in the UniBar, and down in the Fishbowl, a troupe of comedians presented two hours of stand-up comedy which brought the house down. Electronic dance vibes filled the Fishbowl after the laughter subsided for all the Doof dancers. Diversity for the 1999 GP was a "Mind and Body Room", which catered to the more mature student and Uni Staff member. The Board Room hosted four masseurs, two Henna tattooists and two Tarot Card readers and, out on the Board Room balcony, local acoustic performers entertained the GP attendees.

The 1999 International Students were welcomed to the University by the UniCentre holding a soiree on the Vice Chancellor's Lawn. A free BBQ and cold drinks were provided and a great meet and chat atmosphere was created for around 150 International Students who attended on the night.

The now-annual International Students' Night held in the UniBar was again very successful with ten different International Students Clubs presenting various aspects of

their diverse culture to entertain over 400 students and their guests. Thursday Market days on the Duck Pond Lawn were also a favourite with overseas students not only shopping for a bargain to send home, but also setting up market stalls to supplement their income.

A number of cultural events were presented throughout the year – all too many to name although the highlights should be mentioned.



"Tim Rogers and the Twin Set"



Pauline Pantsdown



"Killing Heidi" in the Hall

Once again the internationally acclaimed street theatre group, *The Chipolatas*, visited the campus to an avid reception by both students and staff. Another interesting cultural event was "Kicking Up The Dust" presented in conjunction with *NSW Arts on Tour*. This excellent event saw Maureen Watson, Mark Atkins and Lisa Rowles perform *Koori Dreamtime Stories* accompanied by traditional Aboriginal music and dancing. A number of African Dance Bands also performed on the regular Thursday Band Nights, and were very popular with our international and domestic students alike.

The UniCentre Annual Art Award was presented for the first time in the Blue Tac Gallery situated in the Faculty of Creative Arts Building. There were three categories, 2D, 3D and Photography with 60 entries by students. The standard again this year was excellent.

A number of other student-oriented competitions were held during the year. The Campus Band Competition was again popular with over 30 band entries, and the winner representing Wollongong University at the State Finals. The Poetry Competition received 60 entries and students and staff enjoyed a very special night when the winners gave a reading of their works in *Sal Paradise*. The Comedy Competition was held for the first time this year, with three students competing in the UniBar and professional comedian, Joel Salom (as one of the judges) also performing a very funny comedy routine after the competition. Once again the Talent Quest was held in the latter part of second session with five contestants performing on the UniBar stage.

Comedy continued to be a favourite form of entertainment for students and staff. The return of internationally acclaimed Stevie Starr and Mr Methane's hilarious routines entertained a full capacity crowd in the UniBar.

The Duck Pond Lawn was a very popular venue for Free Lunch Time performances from bands to speaking forums,

free barbecues and the Annual Fun Run around the Duck Pond Lawn. A number of performances were also held outside the Keira Buffet at lunch time during the year.

The in-house Beer Bingo at Thursday lunch times was yet again a popular form of student entertainment, as was Celebrity Head and Trivia competitions. Student oriented, these activities attracted lots of laughter and fun for all who participated.

Big name performers were in short supply during 1999, but the UniCentre was able to present one of Australia's premier bands – "Powderfinger" who unfortunately had to cancel two engagements before they could perform to a sell out concert in the University Hall. The other highlight of the year was the All Ages Concert in the University Hall with

Australia's very own "Spiderbait", and Tim Rogers (You Am I) and the "Twin Set" who were presented by the SRC in the fully packed UniBar. Thursday band nights in the UniBar saw a diverse contingent of performers gracing the stage. From the likes of "Scared Weird Little Guys" presenting their unique style of comedy song routines to the hard core Rock and Roll acts like "Tumbleweed" and "Shihad", all performances were enjoyed by students and staff alike.



Students enjoying a band on the Duckpond Lawn



UniCentre Entertainment team at work



Retro at the Garden Party

The Entertainment Unit and Manager takes this opportunity to thank the UniBar staff, the student volunteer crew, the UniCentre Administration staff and the Promotions and Marketing crew for assisting in making the end of the century a memorable and diverse entertainment year.



Above: "Gerling" in the University Hall

UniCentre Talent Quest

Each year, during UniCentre week, the UniCentre hosts an annual talent quest inviting all members to showcase their talents. Prizes range from cash to book vouchers for those participants who are judged to be the most entertaining.

The Talent Quest was held at the UniBar at lunchtime on 22 September.

The winner was:

Matt Bourke playing African Drums.



"If only these walls could talk."

As the end of the century draws near, the UniBar has become the social hub of the University of Wollongong. Relocated at the end of 1988 to its present location, it was previously the Campus Bar (located upstairs next to the Bistro Gallery), a very small operation out of the general flow of student traffic.

With the relocation of the UniBar downstairs, a legend was born and a decade of memories was created. Activities that were inaugurated in the Bar are, to this day, still enjoyed by another generation of students who have experienced the unforgettably friendly UniBar vibes.

The UniCentre is now looking to the new millennium, and is at the planning stage of redeveloping the UniBar and the Northern Wing for the next generation of students to also create a lifetime of friendships and memories.

The success of the UniBar is mainly due to the dedicated hard working and friendly bar staff. Wayne Brown, Dave Rosta, Jo Morton (who left this year to pursue a career in computer graphic design) and a small platoon of casual student work force over the past decade have made the UniBar a memorable experience for all students and staff of the University of Wollongong.

Thanks are extended to the previous employees of the UniBar: Rob Reynolds, Margaret Hives and Lynn Costello who have all gone to the outside working world. Due to their inspiration and hard work, and that of Wayne and David, the UniBar will continue to cater to the needs of the campus community well into the new year and the new century.



Farewell to Joanne Morton



UniBar food always fills the spot



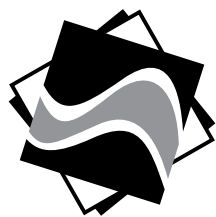
*A satisfied Toohey's Promo
Playstation Winner*



UniBar mid-year beach party

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 1999



WOLLONGONG
UniCentre

LIMITED ACN 081 114 089
(formerly Wollongong UniCentre)



FINANCIAL STATEMENTS

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- 1 Auditors' Report
 - 2 Directors' Declaration and
Certificate under Public Finance and
Audit Act
 - 3 Profit and Loss Account
 - 4 Balance Sheet
 - 5 Statement of Cash Flows
 - 6–26 Notes
-



BOX 12 GPO
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

WOLLONGONG UNICENTRE LIMITED

To Members of the New South Wales Parliament and Members of Wollongong UniCentre Limited

Scope

I have audited the financial report of Wollongong UniCentre Limited for the financial year ended 31 December 1999. The company's directors are responsible for the financial report consisting of the profit and loss account, balance sheet, statement of cash flows and accompanying notes, and the directors' declaration, and the information contained therein. My responsibility is to express an opinion on this report to Members of the New South Wales Parliament and members of the company based on my audit as required by sections 34 and 41C(1) of the *Public Finance and Audit Act 1983* and the Corporations Law.

My audit has been conducted in accordance with Australian Auditing Standards and statutory requirements to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with my understanding of the company's financial position, and performance as represented by the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report of Wollongong UniCentre Limited complies with section 41B of the *Public Finance and Audit Act 1983*, and is in accordance with:

- (a) the Corporations Law, including:
 - (i) giving a true and fair view of the company's financial position as at 31 December 1999 and of its performance for the year ended on that date; and
 - (ii) complying with Accounting Standards and the Corporations Regulations; and
- (b) other mandatory professional reporting requirements.


R J Sendt

Auditor-General

SYDNEY
7 April 2000



WOLLONGONG UNICENTRE LIMITED

DIRECTORS' DECLARATION

In the opinion of the directors of Wollongong UniCentre Limited ("the Company"):

1. the financial statements and notes, set out on pages 3 to 26, are in accordance with the Corporations Law, including:
 - (a) giving a true and fair view of the financial position of the Company as at 31 December 1999 and of its performance, as represented by the results of its operations and its cash flows, for the year ended on that date; and
 - (b) complying with Accounting Standards and the Corporations Regulations; and
2. there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

Dated at Wollongong this 4th day of April, 2000.

Signed in accordance with a resolution of the directors.

D Rome
Executive Chair

N Pennington
Director and General Manager

CERTIFICATE UNDER SECTION 41c(1c) OF THE PUBLIC FINANCE AND AUDIT ACT, 1983, FOR THE YEAR ENDED 31 DECEMBER 1999

Pursuant to the requirements of the Public Finance and Audit Act, 1983, we declare that in our opinion:

1. The accompanying financial statements present a true and fair view of the financial position of the Company as at 31 December 1999 and transactions for the period then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983, the Public Finance and Audit (General) Regulations 1995, Urgent Issues Group Consensus Views and applicable accounting standards.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

Dated at Wollongong this 4th day of April, 2000.

Signed in accordance with a resolution of the directors.

D Rome
Executive Chair

N Pennington
Director and General Manager



P R O F I T A N D L O S S S T A T E M E N T

FOR THE YEAR ENDED 31 DECEMBER 1999

WOLLONGONG UNICENTRE LIMITED (formerly Wollongong UniCentre)

	Note	1999 \$	1998 \$
Revenue	2, 25	<u>12,829,906</u>	<u>12,775,088</u>
Operating profit before income tax and abnormal items	2, 25	425,215	506,833
Abnormal Items	3	<u>(64,540)</u>	<u>—</u>
Operating profit and abnormal items before income tax		360,675	506,833
Income tax attributable to operating profit and abnormal items	1(i)	<u>—</u>	<u>—</u>
Operating profit and abnormal items after income tax		360,675	506,833
Retained profits at the beginning of the financial year		<u>4,043,025</u>	<u>3,536,192</u>
Retained profits at the end of the financial year		<u>4,403,700</u>	<u>4,043,025</u>

The profit and loss account is to be read in conjunction with the notes to, and forming part of, the financial statements set out on pages 6 to 26.

UniCentre



B A L A N C E S H E E T

AS AT 31 DECEMBER 1999

WOLLONGONG UNICENTRE LIMITED (formerly Wollongong UniCentre)

	Note	1999 \$	1998 \$
Current Assets			
Cash	5	522,305	874,980
Receivables	6	185,008	213,106
Inventories	7	1,655,210	1,502,526
Occupancy Contribution	8	153,002	153,002
Other	9	73,114	66,620
Total Current Assets		<u>2,588,639</u>	<u>2,810,234</u>
Non-Current Assets			
Property, Plant & Equipment	10	2,015,100	1,783,164
Intangibles	11	10,300	20,600
Occupancy Contribution	8	4,121,860	4,274,862
Total Non-Current Assets		<u>6,147,260</u>	<u>6,078,626</u>
Total Assets		<u>8,735,899</u>	<u>8,888,860</u>
Current Liabilities			
Accounts Payable	12	1,341,150	1,399,533
Borrowings	13	518,000	518,000
Other	14	116,307	56,865
Provisions	16	408,205	727,125
Total Current Liabilities		<u>2,383,662</u>	<u>2,701,523</u>
Non-Current Liabilities			
Borrowings	13	1,595,500	2,113,500
Provisions	16	353,037	30,812
Total Non-Current Liabilities		<u>1,948,537</u>	<u>2,144,312</u>
Total Liabilities		<u>4,332,199</u>	<u>4,845,835</u>
Net Assets		<u>4,403,700</u>	<u>4,043,025</u>
Accumulated Funds			
Reserves		-	-
Retained Profits		4,403,700	4,043,025
Total Accumulated Funds		<u>4,403,700</u>	<u>4,043,025</u>

The balance sheet is to be read in conjunction with the notes to, and forming part of, the financial statements set out on pages 6 to 26.



S T A T E M E N T O F C A S H F L O W S

FOR THE YEAR 31 DECEMBER 1999

WOLLONGONG UNICENTRE LIMITED (formerly Wollongong UniCentre)

	Note	1999 \$	1998 \$
Cash Flows From Operating Activities			
Cash receipts in the course of operations		12,817,856	12,499,157
Cash payments in the course of operations		(12,042,647)	(11,365,920)
Interest received		64,611	75,564
Interest paid		(149,253)	(199,584)
Net cash provided by operating activities	20(ii)	<u>690,567</u>	<u>1,009,217</u>
Cash Flows from Investing Activities			
Payments for property, plant and equipment		(576,714)	(740,144)
Proceeds from sale of non-current assets		51,472	–
Net cash used in investing activities		<u>(525,242)</u>	<u>(740,144)</u>
Cash Flows from Financing Activities			
Repayments of borrowings		(518,000)	(519,500)
Net cash used in financing activities		<u>(518,000)</u>	<u>(519,500)</u>
Net increase/(decrease) in cash held		(352,675)	(250,427)
Cash at the beginning of the financial year	20(i)	<u>874,980</u>	<u>1,125,407</u>
Cash at the end of the financial year	20(i)	<u><u>522,305</u></u>	<u><u>874,980</u></u>

The statement of cash flows is to be read in conjunction with the notes to, and forming part of, the financial statements set out on pages 6 to 26.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 1999

WOLLONGONG UNICENTRE LIMITED (formerly Wollongong UniCentre)

1 Statement of Significant Accounting Policies

The financial statements of the Company have been drawn up as a general purpose financial report prepared in accordance with Australian Accounting Standards, the Public Finance and Audit Act 1983, the Public Finance and Audit (General) Regulation 1995, and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views). They have been prepared on the basis of historical costs and, except where stated, do not take into account changing money values or current valuations of non-current assets. These accounting policies have been consistently applied and, except where stated, are consistent with those of the previous year.

Set out below is a summary of the significant accounting policies adopted by the Company in the preparation of the financial statements.

(a) Non-Current Assets

The carrying amounts of all non-current assets are reviewed at least annually to determine whether they are in excess of their recoverable amount. If the carrying amount of a non-current asset exceeds the recoverable amount, the asset is written down to the lower value. In assessing recoverable amounts the relevant cash flows have not been discounted to their present value.

(b) Property, Plant and Equipment

(i) The Company from time to time contributes to the cost of construction of buildings, their improvements and landscaping on land over which it has no security or tenure. Until 1997, except where such items had been revalued, they were disclosed at their cost to the Company, not at their total cost, as contributions from the University of Wollongong were not brought to account. The capitalised expenditures were written off over their expected useful lives.

From 1 January 1997, a different accounting treatment was adopted for contributions to the cost of construction of buildings occupied by the Company.

The Company's contributions to buildings owned by the University are now accounted for in the Balance Sheet as Occupancy Contribution, pursuant to an agreement reached with the University of Wollongong.

Occupancy contribution to 31 December 1997 has been amortised at the University's nominated rate of 3.33% per annum, based on an assessment by independent valuers of the buildings' expected useful life at 31 December 1996. Refer Notes 8 and 10.

Occupancy contributions during 1999 and 1998 have been valued at cost, and are amortised at 2.5% per annum; reflecting the University's expectations of the useful life of 40 years of the building.

The accounting treatment of building improvements is unchanged from previous years.

(ii) Items of plant and equipment are recorded at cost and depreciated as outlined below.

(iii) Items of plant and equipment less than \$5,000 are expensed in the year of acquisition.

(iv) Depreciation is provided on all other fixed assets so as to write off the assets progressively over their estimated economic life. The straight line method of depreciation has been used.

Major depreciation periods are:

Buildings improvements, plant, equipment, furniture and fittings	10 years
Computers and vehicles	5 years



1 Statement of Significant Accounting Policies (continued)

(c) Inventories

Stock has been valued at the lower of cost and net realisable value. Cost is based on the first-in first-out principle and includes expenditure incurred in acquiring the stock and bringing it to the existing condition and location.

These bases of valuation are consistent with those of previous years.

(d) Members' Fees

Members' fees are brought to account in the year to which the fees relate, and not necessarily the year in which the University of Wollongong or Illawarra Technology Corporation Ltd, which collect those fees on behalf of the Company, remit them to the Company. In 1999, fees received for year 2000 were \$42,421.

Entrance fees are included in members' fees.

(e) Children's Services Grants & Fees

Grants received are recognised in the period to which they relate.

Fee revenue is recognised when the fee, in respect of services provided, is receivable.

(f) Interest Income

Interest income is brought to account on an accrual basis.

(g) Provisions

Employee Entitlements

The provision for annual leave represents the amount which the Company has a present obligation to pay resulting from employees' services provided up to the balance date. The provision has been calculated at nominal amounts based on current wage and salary rates and includes on-costs.

The liability for employee entitlements to long service leave represents the present value of the estimated future cash outflows to be made by the Company resulting from employees' services provided up to the balance date.

Liabilities for employee entitlements which are not expected to be settled within twelve months are discounted using the rates attaching to national government securities at balance date, which most closely match the terms of maturity of the related liabilities.

In determining the liability for employee entitlements, consideration has been given to future increases in wage and salary rates, and the UniCentre's experience with staff departures. Related on-costs have also been included in the liability.

Doubtful Debts

The collectibility of debts is assessed at year end and a general provision is made for doubtful accounts.

(h) Catering Overheads

The Company has allocated catering overheads against the retail outlets that have utilised these overheads, based on their percentage of total catering sales.

(i) Taxation

The operations of the Company are exempt from income tax under Section 50-5 of the Income Tax Assessment Act (1997).

The operations of the Company are exempt from payroll tax under Sections 10.1(k) and 10.2 of the Payroll Tax Act 1971.

(j) Superannuation Fund

Contributions to employee superannuation funds are charged against income as incurred. The Company is under no legal obligation to make up any shortfall in the funds assets to meet payments due to employees.

1 Statement of Significant Accounting Policies (continued)

(k) Comparative Figures

The 1998 results incorporate the results of Wollongong UniCentre from 1 January to 21 January 1998, and of Wollongong UniCentre Limited from 22 January to 31 December 1998.

The unincorporated entity, Wollongong UniCentre, was incorporated on 22 January 1998, as Wollongong UniCentre Limited ACN 081 114 089, a company limited by guarantee. On incorporation, the assets, liabilities and contractual benefits and obligations of the former entity were transferred to the new Company. Members of the Board of Management of the former entity became the Directors of the Company. While the legal status of the entity has changed, its essential nature and operation remain the same.

The 1999 results represent the results of Wollongong UniCentre Limited for the full year.

(l) Receivables and Accounts Payable

Trade accounts receivable generally settled within 90 days are carried at amounts due. A provision is raised for any doubtful debts based on a review of all outstanding amounts at balance date. Bad debts are written off in the period in which they are identified.

Trade accounts payable, including accruals not yet billed, are recognised when the Company becomes obliged to make future payments as a result of a purchase of assets, goods or services. Trade accounts payable are generally settled in 30 days.

(m) Bank and other loans

Bank and other loans are carried on the Balance Sheet at their principal amount, subject to set-off arrangements. Interest expense is accrued at the contracted rates and included in Accounts Payable.

(n) Credit Risk

Credit risk is the risk of financial loss arising from a counterparty failing to discharge a financial obligation. The Company's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the balance sheet. The Company does not have any significant exposure to any individual customer or counterparty.

(o) Net Fair Value of Financial Assets and Liabilities

The directors consider the carrying amounts of bank term deposits, accounts receivable, accounts payable and bank loans approximate net fair value.



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

	Note	1999 \$	1998 \$
2 Operating Profit			
(a) Operating Revenue and Expenses			
Operating profit has been arrived at after including:			
Operating Revenue			
Revenue from Operating Activities			
Sales revenue			
Related parties		750,691	515,651
Trading Income		9,196,916	9,101,724
Members' fees			
Paid by related parties		2,137,559	2,177,990
Other		2,256	2,288
Other revenue:			
Grants received			
Related parties		204,500	257,495
Other		42,603	78,648
Rental income			
Related parties		64,326	64,326
Other		169,102	124,495
Other – Commissions, Vending Machines, etc.		145,869	139,879
Interest received		64,611	75,564
Revenue from outside Operating Activities			
Gross proceeds from the sale of property , plant & equipment		51,473	23,264
Insurance proceeds received		–	213,764
		<u>12,829,906</u>	<u>12,775,088</u>
Operating Expenses			
Amounts set aside to provisions for employee entitlements		319,912	395,229
Provision for doubtful debts		–	–
Bad debts		1,226	8,076
Interest paid or due and payable			
Related parties		40,000	40,000
Other		87,696	159,584
Lease rental expense – operating leases		41,240	5,886
Depreciation of property, plant and equipment	10	269,552	248,902
Amortisation of intangibles	11	10,300	10,300
Amortisation of occupancy contribution	8	<u>153,002</u>	<u>150,919</u>
(b) Sales of Non-Current Assets			
Profit/(loss) on disposal of property, plant and equipment		<u>3,159</u>	<u>(11,483)</u>

	Note	1999 \$	1998 \$
3 Abnormal Items			
(a) Abnormal Expense Items:			
Voluntary Redundancies – as a result of rationalisation in the catering area		64,540	–
		<u>64,540</u>	<u>–</u>
4 Auditors' Remuneration			
Amounts received or due and receivable by the Auditors for audit services		18,600	18,800
Amounts received or due and receivable by the Auditors for other services		250	38,010
Total auditors' remuneration		<u>18,850</u>	<u>56,810</u>
5 Cash			
Cash at bank		505	47,980
Cash on hand		21,800	27,000
Cash on deposit		500,000	800,000
		<u>522,305</u>	<u>874,980</u>
Cash at bank bears an average effective floating rate of 3.5% per annum. Cash on deposit bears an average effective fixed rate of 4.5% per annum.			
6 Receivables			
Debtors		193,008	221,106
Less: Provision for doubtful debts		(8,000)	(8,000)
		<u>185,008</u>	<u>213,106</u>
7 Inventories – at cost			
Stock: catering		33,107	42,397
bar		16,594	14,304
books/retail/newsagency/software		1,550,869	1,410,586
post office		54,640	35,239
		<u>1,655,210</u>	<u>1,502,526</u>



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

	Note	1999	1998
		\$	\$
8 Occupancy Contribution	1(b)(i)		
Current – Building 11		120,960	120,960
Current – IT Arcade		12,500	12,500
Current – Children's Services Centre		19,542	19,542
		<u>153,002</u>	<u>153,002</u>
Non Current – Building 11		3,511,469	3,511,469
Non Current – IT Arcade		487,500	487,500
Non Current – Children's Services Centre		567,314	567,314
		<u>4,566,283</u>	<u>4,566,283</u>
Occupancy Contribution Total		4,719,285	4,719,285
Less accumulated amortisation		<u>(444,423)</u>	<u>(291,421)</u>
Total occupancy contribution		<u>4,274,862</u>	<u>4,427,864</u>
Total Occupancy Contribution – as reported in the Balance Sheet :			
Current Assets		153,002	153,002
Non-Current Assets		<u>4,121,860</u>	<u>4,274,862</u>
		<u>4,274,862</u>	<u>4,427,864</u>

Occupancy contribution was transferred from the unincorporated entity, Wollongong UniCentre, to the Company on incorporation. The assets were taken up at cost, along with the associated accumulated amortisation.

Occupancy contributions in 1999 and 1998 have been valued at cost and are amortised at 2.5% per annum, reflecting the University's expectations of the useful life of the buildings to which contributions were made in 1998. The rate of 3.33% has been used for contributions made in earlier years.

9 Other

Accrued Income	23,802	35,064
Prepayments	<u>49,312</u>	<u>31,556</u>
	<u>73,114</u>	<u>66,620</u>

10 Property, Plant & Equipment

Property, plant and equipment was transferred from the unincorporated entity, Wollongong UniCentre, to the Company on incorporation. Assets were taken up at cost, along with the associated accumulated depreciation for each class of asset.

Building improvements – at cost	159,088	159,088
Accumulated depreciation	<u>(125,496)</u>	<u>(120,916)</u>
	<u>33,592</u>	<u>38,172</u>
Uni Bar – at cost	168,692	168,693
Accumulated depreciation	<u>(168,692)</u>	<u>(168,672)</u>
	<u>–</u>	<u>21</u>

	Note	1999 \$	1998 \$
10 Property, Plant & Equipment(continued)			
Bistro improvements – at cost		155,393	155,393
Accumulated depreciation		(155,393)	(155,393)
		<u>–</u>	<u>–</u>
Plant and equipment – at cost		694,599	621,500
Accumulated depreciation		(344,378)	(323,815)
		<u>350,221</u>	<u>297,685</u>
Furniture and fittings – at cost		88,865	142,005
Accumulated depreciation		(75,678)	(125,973)
		<u>13,187</u>	<u>16,032</u>
Motor vehicles – at cost		15,230	82,092
Accumulated depreciation		(11,265)	(30,230)
		<u>3,965</u>	<u>51,862</u>
Computer equipment – at cost		34,305	40,078
Accumulated depreciation		(30,237)	(34,512)
		<u>4,068</u>	<u>5,566</u>
Uni Shop computer & equipment – at cost		120,344	146,828
Accumulated depreciation		(107,051)	(126,137)
		<u>13,293</u>	<u>20,691</u>
Keiraview equipment		101,573	111,923
Accumulated depreciation		(59,015)	(53,943)
		<u>42,558</u>	<u>57,980</u>
University Hall completion/kitchen renovation		911,252	911,252
Accumulated depreciation		(405,397)	(314,271)
		<u>505,855</u>	<u>596,981</u>
Keiraview Kitchens		263,000	263,000
Accumulated depreciation		(131,500)	(105,200)
		<u>131,500</u>	<u>157,800</u>
Children's Services improvements – at cost		62,723	32,510
Accumulated depreciation		(8,813)	(4,038)
		<u>53,910</u>	<u>28,472</u>
IT Arcade internal fit out at cost		474,595	474,595
Accumulated depreciation		(72,580)	(25,120)
		<u>402,015</u>	<u>449,475</u>
SRC Offices fitout at cost		65,135	64,586
Accumulated depreciation		(8,673)	(2,159)
		<u>56,462</u>	<u>62,427</u>
Food Hall Project – Work in Progress		404,474	–
Accumulated Depreciation		–	–
		<u>404,474</u>	<u>–</u>
Total Property, Plant & Equipment – at net book value		<u>2,015,100</u>	<u>1,783,164</u>



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

	Note	1999	1998
		\$	\$
11 Intangibles			
Goodwill was transferred from the unincorporated entity, Wollongong UniCentre, to the Company on incorporation. Goodwill was taken up at cost, along with the associated accumulated amortisation.			
Goodwill – newsagency		103,000	103,000
Accumulated amortisation		(92,700)	(82,400)
		<u>10,300</u>	<u>20,600</u>
12 Accounts Payable			
Sundry creditors		1,034,495	806,972
Accrued charges		306,655	592,561
		<u>1,341,150</u>	<u>1,399,533</u>
13 Borrowings			
Current			
Commonwealth Department of Health and Family Services loan		18,000	18,000
National Australia Bank loan		500,000	500,000
		<u>518,000</u>	<u>518,000</u>
Non-Current			
Commonwealth Department of Health and Family Services loan		295,500	313,500
Related party – University of Wollongong loan		500,000	500,000
National Australia Bank loan		800,000	1,300,000
		<u>1,595,500</u>	<u>2,113,500</u>
The bank loan is in the form of a bill facility and is secured by a deed of mortgage from the Company over fees and a letter of undertaking from the University of Wollongong.			
The average effective floating interest rate for the National Australia Bank loan is 6.84%.			
The fixed interest rate of the University of Wollongong loan is 8.0% per annum, and unsecured.			
The Commonwealth Department of Health and Family Services loan is interest free, and unsecured.			
14 Other Creditors			
Grants received in advance		26,641	43,649
Parent Fees in advance		8,040	–
Deposits held		8,394	8,300
Rent received in advance		25,809	4,916
Fees in Advance		42,421	–
Other		5,002	–
		<u>116,307</u>	<u>56,865</u>

	Note	1999 \$	1998 \$
15 Financing Arrangements			
(i) The Company has access to the following bill facility:			
Total facilities available:			
Bill acceptance facility		<u>1,300,000</u>	<u>1,800,000</u>
Facilities utilised at balance date:			
Bill acceptance facility		<u>1,300,000</u>	<u>1,800,000</u>
Facilities not utilised at balance date:			
Bill acceptance facility		<u>–</u>	<u>–</u>
(ii) The Company has access to the following National Australia Bank Mastercard facility:			
Total facilities available:			
Mastercard facility		<u>50,000</u>	<u>100,000</u>
Facilities utilised at balance date:			
Mastercard facility		<u>17,000</u>	<u>–</u>
Facilities not utilised at balance date:			
Mastercard facility		<u>33,000</u>	<u>100,000</u>
(iii) The Company has responsibility for repayment of a loan, made by the Commonwealth Department of Health and Family Services to the University of Wollongong, to finance, in part, extensions to the Children's Services Centre.			
Loan outstanding at balance date:		<u>313,500</u>	<u>331,500</u>
(iv) The Company has received a loan from the University of Wollongong, a related party, to finance the Company's contribution to the building of the IT Arcade. The Company will expense the amount as occupancy contribution over the expected useful life of the building, of 40 years.			
Loan outstanding at balance date:		<u>500,000</u>	<u>500,000</u>
(v) Commitments			
Future finance commitments:			
not later than one year		518,000	518,000
later than one year but not later than two		518,000	518,000
later than two years but not later than			
five years		354,000	854,000
later than five years			
related parties		500,000	500,000
other		223,500	241,500
		<u>2,113,500</u>	<u>2,631,500</u>



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

	Note	1999	1998
16 Provisions		\$	\$
Current			
Long service leave		50,000	374,371
Annual leave		358,205	352,754
		<u>408,205</u>	<u>727,125</u>
Non-Current			
Long service leave		<u>353,037</u>	<u>30,812</u>

17 Economic Dependency

The Company's trading activities do not depend on a major customer or supplier. However, the Company is economically dependent on the continued existence of the University of Wollongong.

18 Contingent Liabilities

There were no known contingent liabilities existing at balance date.

19 Commitments

Capital Expenditure

Food Court project agreed to by directors to the value of \$900,000. \$478,348 was contracted for building but not payable at balance date. An amount of \$259,464 had been paid to contractors at balance date.

478,348 102,676

UniShop air conditioning agreed to but not provided for or payable

– 80,000

Children's Services Centre renovations agreed to and contracted, but not payable, at balance date

– 35,000

478,348 217,676

Other Expenditure

Catering consultancy minimum amount payable in 2000

20,000 60,000

Total Commitments

498,348 277,676

Operating Lease Commitments

Future non-cancellable operating lease rentals of plant and equipment, not provided for in the financial statements and payable :

Not later than one year

44,114 33,508

Later than one year but not later than five years

40,086 84,200

84,200 117,708

	Note	1999	1998
		\$	\$
20 Notes to the Statement of Cash Flows			
(i) Reconciliation of cash			
For the purposes of the Statement of Cash Flows, cash includes cash on hand and at bank and short term deposits at call, net of outstanding bank overdrafts. Cash as at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:-			
Cash		<u>522,305</u>	<u>874,980</u>
(ii) Reconciliation of operating profit before abnormal items to net cash provided by operating activities			
Operating profit before abnormal items		425,215	506,833
Add/(Less) Abnormal items		(64,540)	
Add/(less) items classified as investing/financing activities:			
(Profit)/loss on sale of non-current assets		(3,159)	11,483
Add/(less) non-cash items:			
Amortisation of goodwill		10,300	10,300
Amortisation of occupancy contribution		153,002	150,919
Amounts set aside to provisions		319,911	395,229
Write off of bad debts		1,226	8,076
Depreciation		<u>269,552</u>	<u>248,902</u>
Net cash provided by operating activities before change in assets and liabilities		<u>1,111,507</u>	<u>1,331,742</u>
Change in assets and liabilities during the financial year:			
(Increase)/decrease in inventories		(152,684)	170,749
(Increase)/decrease in prepayments/other debtors		(6,494)	(38,646)
(Increase)/decrease in trade/term debtors		26,872	(124,895)
(Decrease)/increase in trade creditors/accruals		(31,469)	(75,135)
(Decrease)/increase in other current liabilities		59,441	(21,988)
(Decrease)/increase in provisions		<u>(316,606)</u>	<u>(232,610)</u>
		<u>(420,940)</u>	<u>(322,525)</u>
Net cash provided by operating activities		<u>690,567</u>	<u>1,009,217</u>

21 Subsequent Events

At 31 December 1998 some members of the Commonwealth Parliament indicated an intention to introduce voluntary student unionism (VSU) in all States of Australia. Legislation had not been presented before Parliament at the date of reporting in 1998.

The Commonwealth Parliament did not pass legislation introducing voluntary student unionism (VSU) as indicated in the account for 1998 during 1999. The directors of the Company feel that this is no longer an issue for the Wollongong UniCentre Limited.

Other than the matter discussed above, there has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material or unusual nature likely, in the opinion of the directors of the Company, to affect significantly the operations of the Company, the results of those operations, or the state of affairs of the Company, in subsequent financial years.



	Note	1999 \$	1998 \$
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22 Year 2000 Software & Equipment Compliance

The Company's business processes have, to-date, not been adversely affected by the Year 2000 computer problem. All critical systems that are in the company's direct control are operating as intended and there has been no disruption to-date.

23 Directors' Remuneration

The number of directors of the Company whose income from the Company or any related party falls within the following bands:

	Number	Numbers
\$0 – \$9,999	17	17
\$100,000 – \$109,999	1	1

Total income paid or payable, or otherwise made available, to all directors of the Company from the Company or any related party

109,616	105,671
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24 Related Parties**(i) Directors**

The names of each person holding the position of director of Wollongong UniCentre Limited during the financial year are D Beale, D Rome, D Considine, B Fraser, J Fredericks, K Gleeson, S Hatter, C Hayward, P Hutcheon, D Jamieson, L Kane-Maguire, C Lymbery, S Moynihan, A McRobert, D Williams, S Zulian and N Pennington. The resignation of S Hatter, P Hutcheon, S Moynihan, D Jamieson and D Considine were accepted by the Board of Directors during the year.

Details of directors' remuneration are set out in Note 23.

Apart from the details disclosed in this note, no director has entered into a material contract with the Company since the end of the previous financial year and there were no material contracts involving directors' interests at year end.

(ii) Other Transactions with the Company

A director of the Company, Mr D M Williams, is a director of David Morgan Williams Pty Ltd, which provides temporary and casual staff to the Company.

The terms and conditions of the transactions with the director related company were no more favourable than those available, or which might reasonably be expected to be available, on similar transactions to non-director related entities on an arm's length basis.

The value of the transactions during the financial year with David Morgan Williams Pty Ltd was \$81,050 (1998 \$55,410).

(iii) Controlling Entity Disclosures – University of Wollongong**(a) Loans**

The Company received a loan from the University of Wollongong in 1998. Refer Note 15(iv). The fixed interest rate charged is 8% per annum on the outstanding balance.

Interest brought to account by the Company on the loan during the year and in 1998 was \$40,000.

	Note 24	1999 \$	1998 \$
24 Related Parties (continued)			
(b) Other Transactions			
Income			
Sales		611,731	454,303
Grants for specific purposes		204,500	257,495
Total Income		<u>816,231</u>	<u>711,798</u>
Expenses			
Goods and services		371,985	378,792
Contribution to General Manager's salary		53,304	32,000
Contribution to Function Manager's vehicle		8,000	8,000
University's share of Lodge profit		8,529	14,827
Total Expenses		<u>441,818</u>	<u>433,619</u>
Other			
Student Fees collected by the University		<u>2,148,000</u>	<u>2,155,000</u>
(c) Balances with Controlling Entity			
Receivables – current			
Trade receivables		<u>81,399</u>	<u>107,516</u>
Payables – current			
Trade creditors		<u>36,245</u>	<u>171,969</u>
Payables – non current			
Other loans		<u>500,000</u>	<u>500,000</u>

(iv) Other Related Parties

The Company enters into transactions with other entities controlled by the University of Wollongong; Illawarra Technology Corporation Ltd (ITC) and University of Wollongong Recreation and Aquatic Centre Ltd (URAC).

(a) Transactions			
Income from sales		<u>138,960</u>	<u>61,348</u>
Expenses		<u>15,370</u>	<u>390</u>
Other			
Student Fees collected by ITC		<u>31,980</u>	<u>22,990</u>
(b) Balances with Related Parties			
Receivables – current			
Trade receivables		461	900
Other – Student Fees		19,650	3,460
		<u>20,111</u>	<u>4,360</u>
Payables – current & non current		<u>-</u>	<u>-</u>

(c) Directors of Related Parties (not being directors of the Company)

From time to time directors of related parties or their director-related entities may purchase goods or services from the Company. These purchases are on the same terms and conditions as those entered into by the Company's employees or customers and are trivial or domestic in nature.

(v) Ultimate Controlling Entity

The ultimate controlling entity of the Company is the University of Wollongong.



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

	Note	1999 \$	1998 \$
25 Detailed Profit and Loss Account			
For the Year Ended 31 December 1999			
Income			
Members fees		2,137,559	2,177,990
Life members fees		2,256	2,288
Commissions		12,081	16,616
Interest received		64,611	75,564
Sundry income		1,176	5,700
Rent received		205,928	188,821
Sales of Assets		3,159	-
Profit/(Loss) on Catering trading		301,185	209,571
Profit on UniShop trading		428,158	389,893
Profit on Post Office trading		40,169	23,318
Profit on Lodge trading		8,529	14,827
Profit/(Loss) on Children's Services		67,443	8,703
Entertainment machines		12,692	12,237
Grants for specific purposes	25(a)	20,000	119,143
Total Income		3,304,946	3,244,671
Less: Expenditure			
Clerical			
Wages		484,160	440,169
Wages On Costs		145,878	144,146
		630,038	584,315
Cleaning Building 11			
Wages		353,128	374,870
Wages On Costs		104,597	101,898
		457,725	476,768
Office			
Telephone		83,584	66,687
Postage		4,177	4,589
Printing & Stationery & Computer		55,667	41,511
		143,428	112,787
Maintenance			
Security		21,277	11,852
Cleaning		37,087	33,555
Insurance Claim 17/8/98		27,734	(39,747)
Repairs and maintenance		117,422	90,351
		203,520	96,011
Services			
UniCentre catering		14,920	13,985
Fringe Benefits Tax		3,130	2,983
		18,050	16,968

25 Detailed Profit and Loss Account	1999	1998
For the Year Ended 31 December 1999 (continued)	\$	\$
Entertainment		
Entertainment activities	92,024	81,920
Wages	132,649	116,019
Wages On Costs	38,093	38,346
Publications and promotions	59,967	34,513
	<u>322,733</u>	<u>270,798</u>
Minor Equipment & Lease Equipment		
UniShop equipment	7,510	11,388
Buildings Equipment	5,366	–
Catering equipment	3,153	46,014
Administration	–	10,038
Office computers	19,332	15,307
Parking permit computer	–	(537)
Food redevelopment	–	15,116
Marketing Printing Lease	1,828	
Food Services operating leases	–	800
Motor Vehicle Leases	7,721	
UniShop operating leases	10,173	5,086
	<u>55,083</u>	<u>103,212</u>
Accommodation office		
Wages	21,536	20,797
Wages On Costs	1,753	1,152
Printing & Stationery	856	822
	<u>24,145</u>	<u>22,771</u>
Other Expenditure		
Advertising	5,085	2,614
Amortisation of goodwill	10,300	10,300
Amortisation of occupancy contribution	153,002	150,919
Audit and accounting fees	20,350	55,910
Bank charges	9,470	10,830
Catering consultancy	140,013	115,185
Computer software expenses	33,495	33,787
CSSO Grant	10,000	10,000
Depreciation	269,552	248,902
General Manager salary contribution	53,304	32,000
Interest	127,696	199,584
Insurances	21,212	31,383
Legal & consultancy expenses	61,772	41,690
(Profit)/Loss on disposal of assets	–	11,483
Provision for doubtful debts & bad debts	1,226	1,153
Subscriptions	14,779	13,168
Staff training	86,941	73,075
Vehicle expenses	6,812	12,225
	<u>1,025,009</u>	<u>1,054,208</u>
Total Expenditure	<u>2,879,731</u>	<u>2,737,838</u>
Operating Profit/(Loss)	<u>425,215</u>	<u>506,833</u>

25(b)



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

25 Detailed Profit and Loss Account	1999	1998
For the Year Ended 31 December 1999 (continued)	\$	\$

25 (a) Grant Income

Related parties		
Accommodation Office recurrent grant	20,000	20,000
Hall Holding Kitchen capital grant	–	50,000
SRC Offices Fit Out capital grant	–	30,495
Other		
SRC Offices Fit Out capital grant	–	18,648
	<u>20,000</u>	<u>119,143</u>

25 (b) Catering Consultancy

The Company engaged a catering consultancy company for a period of two years beginning 1 January, 1998. In the years of the consultancy's operation, the following increases in net profit, relative to 1997, in food and beverage operations were achieved:

Public Catering	316,455	119,611
UniBar Trading	(23,466)	6,709
Function Trading	<u>121,299</u>	<u>204,327</u>
Total increase in net profit of Food & Beverage units	414,288	330,647
Less Catering consultancy costs	<u>140,013</u>	<u>115,185</u>
Improvements in Net Profit after catering consultancy costs	<u>274,275</u>	<u>215,462</u>

This result excludes movement in food vending commissions.

26 Trading Statements for the Year Ended 31 December 1999	1999 \$	1998 \$
Food & Beverage Catering Services		
Public Catering		
Food Hall Trading		
Sales: Food Hall	854,811	1,032,509
Less: Cost of goods sold	420,131	544,811
Gross profit before insurance adjustment	434,680	487,698
Insurance adjustment	-	4,427
Gross profit after insurance adjustment	434,680	492,125
Less: Wages	353,827	429,450
Wages On Costs	102,681	122,537
Expenses	111	2,640
Overheads	36,066	43,390
Profit/(loss) on Food Hall trading	(58,005)	(105,892)
Duck Inn Trading		
Sales	258,082	339,105
Less: Cost of goods sold	129,698	173,374
Gross profit before insurance adjustment	128,384	165,731
Insurance adjustment	-	1,214
Gross profit after insurance adjustment	128,384	166,945
Less: Wages	101,870	143,909
Wages On Costs	21,552	28,250
Expenses	267	2,558
Overheads	10,758	13,614
Profit/(loss) on Duck Inn trading	(6,063)	(21,386)
UniBar Food Trading		
Sales	165,063	148,549
Less: Cost of goods sold	86,204	76,606
Gross profit before insurance adjustment	78,859	71,943
Insurance adjustment	-	1,860
Gross profit after insurance adjustment	78,859	73,803
Less: Wages	32,897	30,988
Wages On Costs	6,333	6,241
Overheads	6,949	6,143
Profit on UniBar Food trading	32,680	30,431
Profit/(loss) on combined Duck Inn and Uni Bar Food trading	26,617	9,045
Keira Buffet		
Sales	436,584	345,947
Less: Cost of goods sold	214,770	167,104
Gross profit before insurance adjustment	221,814	178,843
Insurance adjustment	-	2,908
Gross profit after insurance adjustment	221,814	181,751
Less: Wages	122,842	119,752
Wages On Costs	31,008	32,397
Expenses	-	332
Overheads	14,128	17,045
Profit/(loss) on Keira Buffet	53,836	12,225



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

26 Trading Statements (continued) for the Year Ended 31 December 1999	1999 \$	1998 \$
McKinnon Building Restaurant		
Food for Thought (ceased operations 12/6/98)		
Sales	-	123,810
Less: Cost of goods sold	-	60,096
Gross profit	-	63,714
Less: Wages	-	67,903
Wages On Costs	-	13,632
Expenses	-	62
Overheads	-	5,627
Profit/(loss) on Food For Thought	-	(23,510)
Food Re Thought Liquor (commenced operations 1/2/99) formerly Raciti's Liquor (commenced operations 1/7/98)		
Sales	27,874	9,182
Less: Cost of goods sold	12,550	4,132
Gross profit	15,324	5,050
Less Expenses		
Rebates	9,756	
Overheads	673	107
Profit on McKinnon Liquor	4,895	1,729
McKinnon Restaurant Rental	27,500	7,406
Profit/(loss) on McKinnon Restaurant	32,395	(14,375)
Sal Paradise		
Commenced operations 16/7/1998		
Sales	432,395	178,229
Less: Cost of goods sold	154,314	75,352
Gross profit before insurance adjustment	278,081	102,877
Insurance adjustment		442
Gross profit after insurance adjustment	278,081	103,319
Less: Wages	177,930	77,965
Wages On Costs	32,771	14,353
Expenses	1,841	395
Overheads	18,093	8,110
Profit on Sal Paradise	47,446	2,496

26 Trading Statements	1999	1998
for the Year Ended 31 December 1999 (continued)	\$	\$
Glasshouse Trading		
Ceased operations 12/6/98		
Sales	–	37,463
Less: Cost of goods sold	–	12,171
Gross profit	–	25,292
Less: Wages	–	18,481
Wages On Costs	–	3,064
Expenses	–	350
Overheads	–	1,451
Profit / (Loss) on Glasshouse trading	–	1,946
Profit / (Loss) on Public Catering	102,289	(94,555)
Food & Beverage Vending Machines	65,850	57,877
Profit / (Loss) on Public Catering, including Vending	168,139	(36,678)
UniBar Trading		
Sales	501,538	554,277
Less: Cost of goods sold	221,456	247,102
Gross profit before insurance adjustment	280,082	307,175
Insurance adjustment	–	5,647
Gross profit after insurance adjustment	280,082	312,822
Less: Wages	138,027	144,940
Wages on costs	34,774	29,060
Expenses	3,131	3,407
Overhead	21,036	22,126
Profit on UniBar trading	83,114	113,289
Function Trading		
Sales (including room hire)	1,012,297	1,046,283
Less: Cost of goods sold	345,495	257,126
Gross profit before insurance adjustment	666,802	789,157
Insurance adjustments	–	8,035
Gross profit after insurance adjustment	666,802	797,192
Less: Wage costs	410,486	403,043
Wages On Costs	100,998	78,089
Expenses	63,642	128,069
Overheads	41,744	55,031
Profit/(loss) on function trading	49,932	132,960
Total Profit/(Loss) on All Catering Trading transferred to Profit & Loss Account	301,185	209,571



NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS (Continued)

26 Trading Statements	1999	1998
for the Year Ended 31 December 1999 (continued)	\$	\$
Children's Services		
Parents' Fees	569,955	496,060
Fee Relief Payments	276,951	224,113
Grants		
Related Party – University of Wollongong	184,500	187,000
SRC	30,000	30,000
Other Grants	12,603	–
Other Income	–	1,185
	<u>1,7074,009</u>	<u>938,358</u>
Less: Wage costs	735,834	677,709
Wages On Costs	159,872	142,141
Operating expenses	112,086	109,805
	<u>66,217</u>	<u>8,703</u>
Profit/(Loss) on Children's Services		
Add: Bad Debts Expense transferred from Children's Services to General Expenses	1,226	
Adjusted Profit/(Loss) on Children's Services transferred to Profit & Loss Account	<u>67,443</u>	<u>8,703</u>
UniShop Trading (including Books, Software, Retail and Newsagent)		
Sales – Software	234,724	347,506
Sales – Retail	1,277,916	1,257,945
Sales – Newsagency	266,144	236,376
Sales – Books	3,182,856	3,073,530
Total Sales	<u>4,961,640</u>	<u>4,915,357</u>
Less: Cost of goods sold	3,580,943	3,622,611
Gross profit before insurance adjustment	<u>1,380,697</u>	<u>1,292,746</u>
Insurance adjustment	–	21,756
Gross profit after insurance adjustment	<u>1,380,697</u>	<u>1,314,502</u>
Less: Wages	630,296	609,031
Wages On Costs	158,450	140,295
Expenses	163,793	175,283
	<u>428,158</u>	<u>389,893</u>
Profit on UniShop trading transferred to Profit and Loss Account		
Post Office Trading		
Sales	320,508	263,163
Commissions	119,919	105,326
	<u>440,427</u>	<u>368,489</u>
Less: Cost of goods sold	243,390	198,608
Gross profit before insurance adjustment	<u>197,037</u>	<u>169,881</u>
Insurance adjustment	–	853
Gross profit after insurance adjustment	<u>197,037</u>	<u>170,734</u>
Less: Wages	113,911	111,318
Wages On Costs	37,788	31,013
Expenses	5,169	5,085
	<u>40,169</u>	<u>23,318</u>
Profit on Post Office trading transferred to Profit and Loss Account		

26 Trading Statements	1999	1998
for the Year Ended 31 December 1999 (continued)	\$	\$
Lodge Operations		
Sales	64,058	69,849
Less: Wages	29,898	25,922
Wages On Costs	5,462	4,375
Expenses	5,885	4,857
Servicing	1,202	3,253
Maintenance	2,285	859
Cleaning	2,268	929
Profit share to University	8,529	14,827
Profit on Lodge transferred to Profit and Loss Account	8,529	14,827
Profit on all trading units	845,485	646,312

END OF AUDITED FINANCIAL STATEMENTS

Allocation of Overheads

Cleaning materials	11,463	14,351
Computer Expenses	240	544
Garbage disposal	31,652	37,900
Gas	7,874	5,142
Laundry	16,701	16,637
Motor vehicle expenses	9,457	10,200
Process heating	6,321	5,795
Repairs & maintenance	57,082	62,371
Replacement of crockery, cutlery & glassware	4,251	7,355
Sundries		-
Uniforms	4,406	12,349
	149,447	172,644
Food For Thought	-	5,627
McKinnon Building Restaurant (Food Re-Thought)	673	107
Keira Buffet	14,128	17,045
UniBar	21,036	22,126
Food services	36,066	43,390
Functions	41,744	55,031
Glasshouse	-	1,451
Sal Paradise	18,093	8,110
Duck Inn	10,758	13,614
UniBar Food	6,949	6,143
	149,447	172,644